

WEB BILL PRESENTMENT

**Instructions for Agency
End Users**



State of Louisiana

July 2003

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Welcome to Web Bill Presentment

The State of Louisiana's Office of Telecommunications Management (OTM) has implemented the Web Bill Presentment (WBP) application to allow the State's agencies to view their monthly telecommunication costs via the internet.

All agencies will continue to receive a monthly invoice, summarizing their charges, along with any appropriate paper backup from vendors. However, through this application, agencies will receive "electronic" detailed reports of these charges, that can be:

- downloaded and saved to the user's computer or network,
- charted and graphed for a clearer picture of telecommunication expenditures,
- emailed in part or in whole to other personnel.

These electronic reports will greatly reduce the use of paper and its cost to the State, and thus to all agencies.

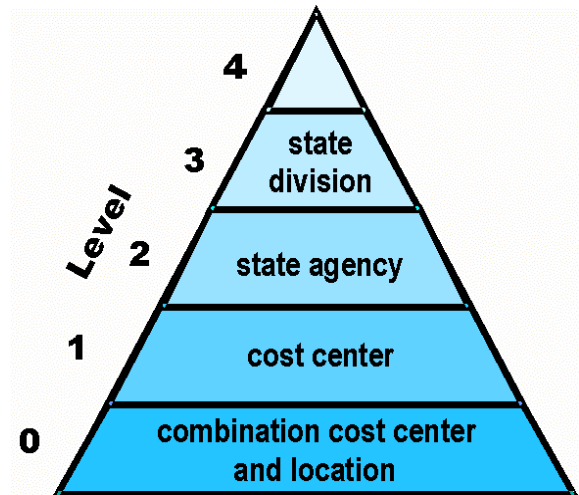
There are two levels of agency users in WBP.

- **Administrator:** Telecommunications Coordinator (TC) for agency
 - can view and download data to their appropriate OTM cost center/ accounting center numbers
 - can add and remove users in their agency
 - can assign data viewing privileges equal to or less than their own
- **End User**
 - can view and download data for those OTM cost center/ accounting center numbers to which they have been given privileges
 - cannot add new users

Standard Features and Functions

There are some features of WBP that remain constant through out the system.

- **Tabs:** in the upper right corner of the screen there are two tabs, **Reports** and **Admin**. “Folders” and functionality for these tabs vary with the user role and data viewing privileges. Clicking on one tab or the other takes you from one set of functions to the other.
- **Folders:** along the left side of the screen there is a column of folders or functions preceded by a small arrow. These vary by user role and data viewing privileges. When you click on a tab, one of the folders is automatically displayed in the center of the screen. Clicking on a different folder listed to the left displays a different screen of functionality.
- **Home:** within the data screens there is a home button. Clicking on this button will take you back to the first screen for the folder.
- **Cost Center:** This term is used interchangeably with Accounting Unit (AU). For the State of Louisiana there are several levels of cost centers, designed in a hierarchy or pyramid.
 - The highest-level cost center is **Level 4** and all Level 3 cost centers “point” to this Level 4 cost center. The Level 4 cost center is a fictitious number to create the top of the pyramid.
 - **Level 3** cost centers represent State Divisions. (example: 01 – Office of the Governor)
 - **Level 2** cost centers are grouped together by the Level 3 cost center to which they point. Level 2 cost centers represent State Agencies. (Example: 800 – State Group Benefits)
 - **Level 1** cost centers, which are grouped together by the Level 2 cost center to which they point, are the AU or org. There may be one or more AU’s within a State Department or Agency, therefore there may be one or more Level 1 cost

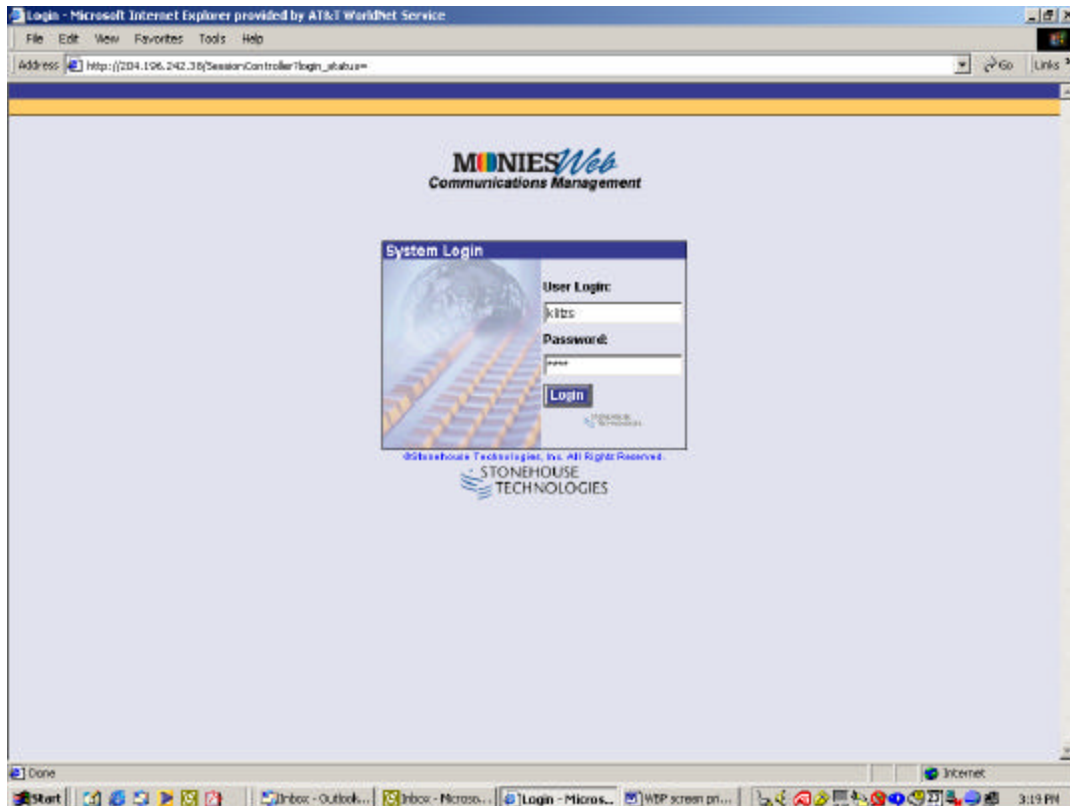


centers pointing to it's Level 2 cost center. (example: B808-2222 – Telecommunications-Director)

- **Level 0** cost centers, which are grouped by the Level 1 cost center to which they point, are the combination of the AU (the Level 1 cost center) and the location of assets or inventory within the AU. (Example: B808-2222/1201 N. 3rd Street, OTM Administration, Baton Rouge)
- **Drill Down:** When viewing data, you will first be presented with the highest level cost center for which you have viewing privileges. You can “drill down” to lower cost centers by clicking on the cost center code. The screen will “refresh” and the next level of cost centers will appear. (You may have to use the scroll bar to the right of the screen to “roll” to data appearing below.) **Charges are associated with Level 0 cost centers only. Therefore, depending on the user's privileges, he may have to drill down through more than one level of cost centers to see the charge data itself.**
- **Save:** On most screens with charge data there is a save button. By clicking on this button, you begin the steps to save the displayed charge data to your computer or network drive in an Excel spreadsheet.
- **Logout:** In the upper right hand corner of each screen is a logout button. You may log out of the system at any time and from any screen.

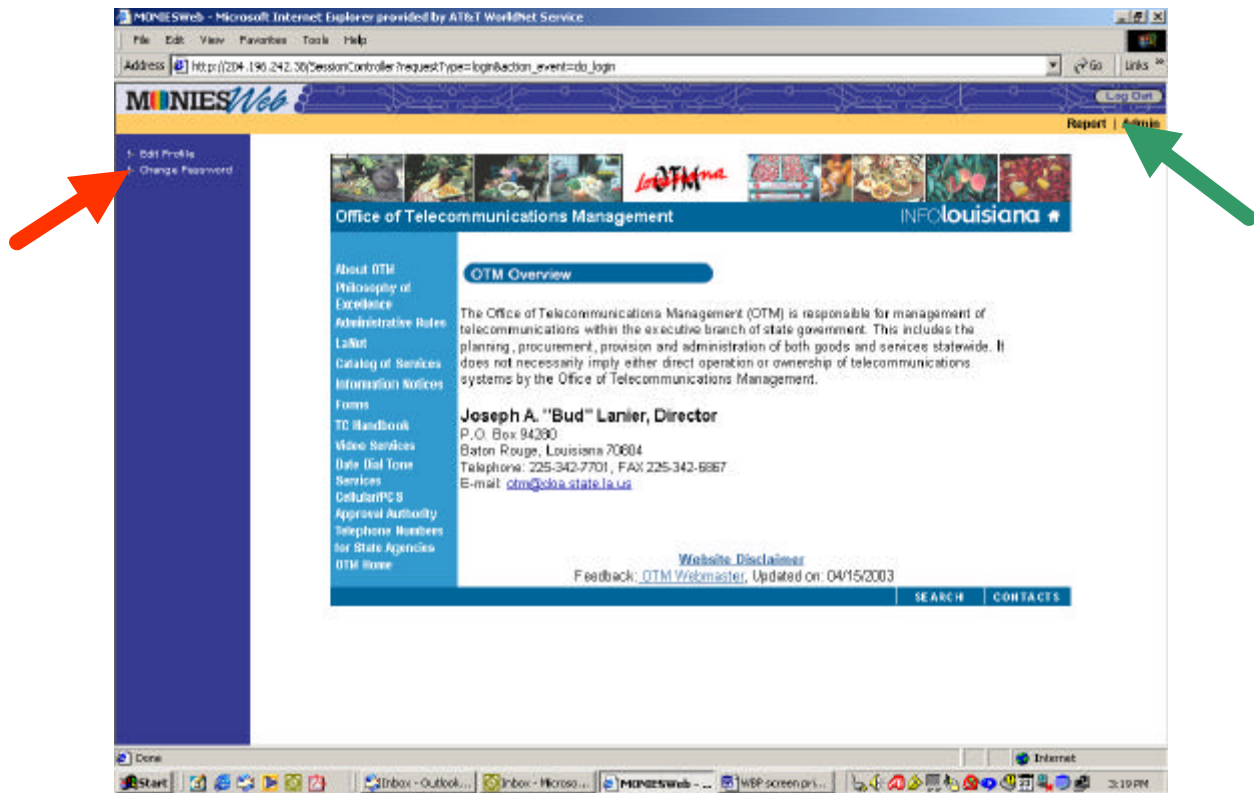
Logging In

- A. Open Microsoft Internet Explorer application.
- B. Enter the following address in the address field near the top of the screen:
www.louisiana.gov/otm/bill
- C. Press <Enter>
- D. The Login Screen will appear.



- E. Enter your User Login. Use all lower case. (This is usually your first initial and last name. In some cases, because of duplication, it is the first name and last name.)
- F. Enter your Password. It is case sensitive.
- G. Press <Enter> OR click on the **Login** button.
- H. The Welcome Page will be displayed.

- I. Note the two TABS to the upper right: **Report** and **Admin**.
- J. Note the two FOLDERS in the left column: **Edit Profile** and **Change Password**. These are 2 of the folders for the **Admin** tab.



Change Your Profile

The screenshot shows a web browser window titled "MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service". The address bar shows a URL starting with "http://204.196.242.38/SessionController?requestType=logIn&action_event=do_login". The page has a blue header with the "MONIESWeb" logo and a "Log Out" link. A left sidebar contains links: "1. Edit Profile", "2. Change Password", and "3. Add User". The main content area is titled "Edit Profile" and contains a form with the following fields:

- Back
- Help
- User Role: Administrator
- *First Name: Karen
- *Last Name: Liz
- *User Login: klizs
- *Email Address: email address
- Phone: nnn-nnn-nnnn
- Description: null
- Save

At the bottom of the form, it says "Last Updated: K.Liz - 04/23/2003 - 02:20 PM". A red arrow points to the "Save" button.

- A. Click on the **Admin** TAB.
- B. The **Edit Profile** FOLDER is automatically displayed.
- C. You can return to the Edit Profile screen at any time by clicking on the Admin tab and Edit Profile folder.
- D. You can update **YOUR** profile by changing any of the displayed data **except the User Login**.
- E. Click on the **Save** button to save the data. A message "Record Updated Successfully" will appear in blue above the Back and Help buttons.
- F. Click on the **Back** button to return to the previous screen. If the **Back** button is clicked before the **Save** button, data will not be saved.

Change Your Password

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address https://204.190.242.35/SessionController/requestType=login&action_event=do_login Go Unis

MONIESWeb Log Out

Report Admin

Change Password

Help Save

Password:

Confirm Password:

Last Updated By: P Admin - 04/09/2009 - 01:30 PM

Done

Start Inbox - Outlook... Inbox - Micro... MONIESWeb - ... WBP screen pri... 3:23 PM

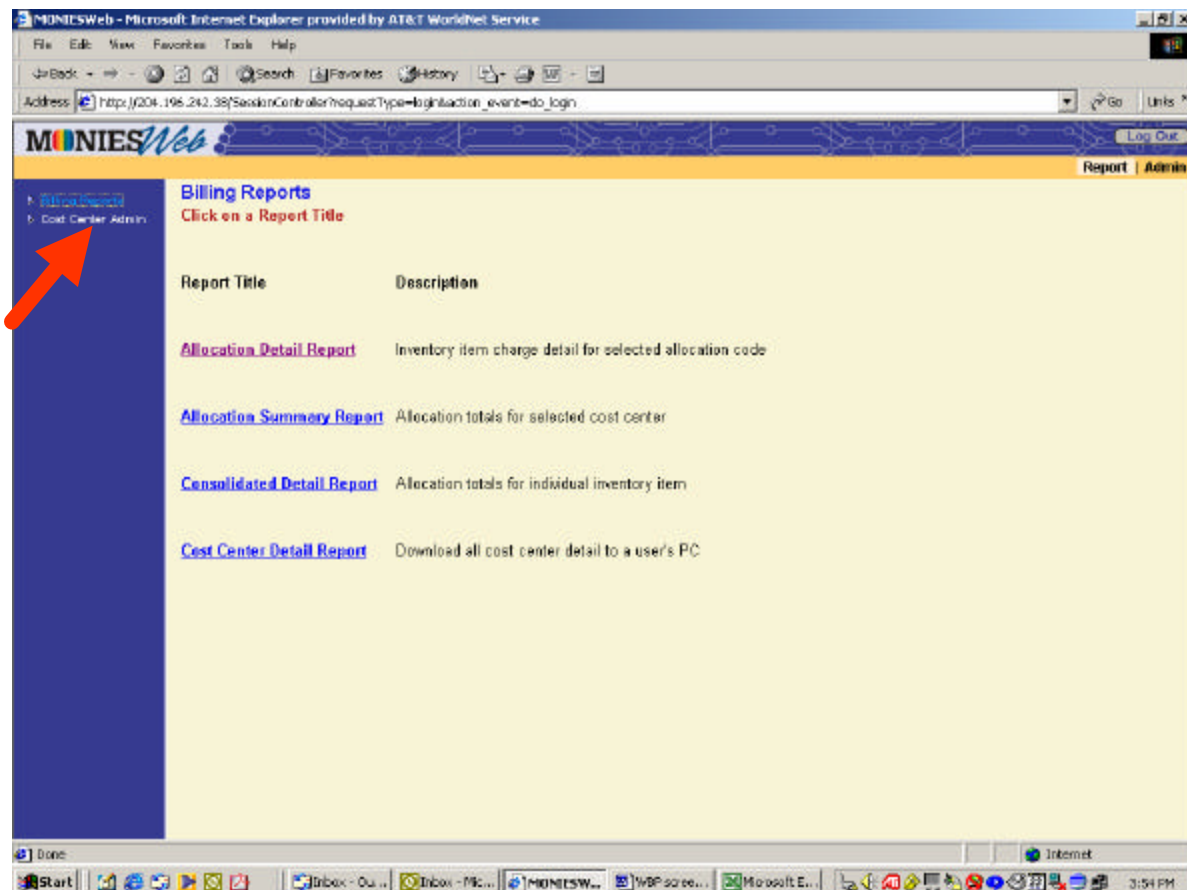
- A. Click on **Change Password** FOLDER.
- B. You can change your password by entering and then re-entering (confirm) a new password.
- C. Click the **Save** button to save the new password. A confirmation message appears.

Billing Reports

There are four reports available for viewing through Web Bill Presentment.

- A. **Allocation Detail Report**—provides detail charges by inventory number within the cost center.
- B. **Allocation Summary Report**—provides summary charges by charge type for the entire cost center.
- C. **Consolidated Detail Report**—provides summary charges for each inventory item in the cost center by charge type.
- D. **Cost Center Detail Report**—provides ability to download in one file detail charges for all inventory items in the cost center.

To access the reports click on the **Report** TAB and the **Billing Report** Folder.



Allocation Detail Report

A. On the Billing Report screen, click on **Allocation Detail Report**.

The screenshot shows a web browser window titled "MONIESWeb - Microsoft Internet Explorer provided by AT&T Worldnet Service". The address bar shows a URL starting with "http://204.196.242.36/SessionController/RequestType=login&action_event=do_login". The page has a blue header with the "MONIESWeb" logo and a "Log Out" button. Below the header, there are links for "Report" and "Admin". The main content area is titled "Report Selection" and contains the instruction "Select a Cut-off date, then click Next". There are four input fields: "Selected Report:" (with a dropdown menu showing "Allocation Detail Report"), "Cut-off Date:", "Cost Center:", and "Total Charges:". Below these fields are three buttons: "< Back", "Home", and "Next >". A green arrow points to the "Next >" button. Below the buttons is a "Select Report Cut-Off Date" label and a dropdown menu showing "01/31/2003". A red arrow points to the dropdown menu, which is open, showing a list of dates: "01/31/2003", "02/28/2003", and "03/31/2003". The browser's status bar at the bottom shows "Done" and a taskbar with various icons.

B. Select the **Report Cut-Off Date** from the drop down menu.

C. Click on the **Next** button.

D. The screen will change, and the highest level cost center to which you have access will be displayed.

- E. Click on the **cost center** and drill down until you reach the AU/location combination with charges that you wish to view. (Charges only occur at the au/location combination level—level 0.)

MUNIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MUNIESWeb Log Out

Report Admin

1. Billing Reports
2. Cost Center Admin

Report Selection

Select a Cost Center

Selected Report: Allocation Detail Report

Cut-off Date: 31-MAR-2003

< Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0000	TELECOMMUNICATIONS-MISC	808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1701 N THIRD ST-CLAIRBORNE BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.55
8808-2222 - 160 3RD ST/ATM APPLICATION SVC, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,228.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

Start | Internet | 3:58 PM

F. The screen will change and a list of inventory numbers (assets) appears.

MONIESWeb - Microsoft Internet Explorer provided by AT&T Worldnet Service

File Edit View Favorites Tools Help

Go Back Forward Stop Search Favorites History

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb Log Out

Report Admin

1. Billing Reports
1. Cost Center Admin

Report Selection

Select an Allocation Description

Selected Report: Allocation Detail Report

Cut-off Date: 31-MAR-2003

Cost Center: E808-2222 - 150 3RD ST/OTM ADMINISTRATION, BATON ROUGE

Total Charges: \$16.58

< Back Home

Select an Inventory Number

2252195954 -- \$16.58
2253426002 -- \$16.58
2253426067 -- \$24.55
2253427687 -- \$17.09
2253427701 -- \$38.02

Inventory Number: 2252195954

Inventory Name:

Total Charge Amount: \$16.58

Allocation Description	Charge Amount
DIAL TONE STANDARD RATED MRC	\$16.50
SUPPORT SERVICES FEE	\$0.08

Done

Internet

Start Inbox - Cu... Inbox - Mic... MONIESW... WEB ses... Microsoft E...

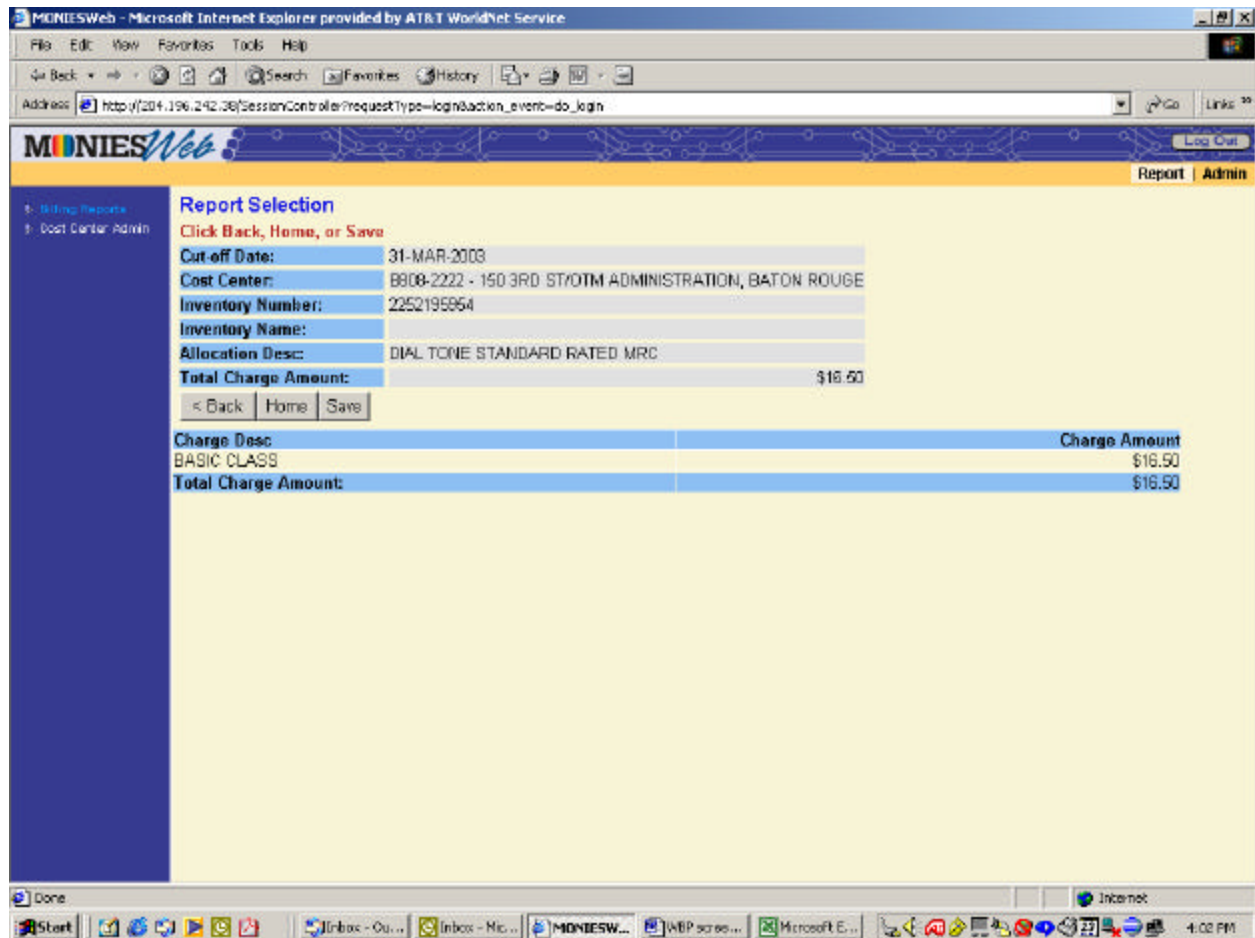
4:01 PM

G. Use the scroll bar next to **Select an Inventory Number** to find the one for which you wish to see detail charges.

H. Highlight the inventory number by clicking on it.

I. The detail charges, by charge type, will appear below.

J. Click on a charge type to see the detail charges.



- K. Click on the **Save** button to download the data. (See Saving Data Section.)
- L. Click on the **Back** button to return to the list of charges by Allocation Description.
- M. Click on the **Home** button to return to the list of **Billing Reports**.

Allocation Summary Report

A. Click on the **Allocation Summary Report**.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb Log Out

Report Admin

Billing Reports
Cost Center Admin

Report Selection

Select a Cut-off date, then click Next

Selected Report: Allocation Summary Report

Cut-off Date:

Cost Center:

Total Charges:

< Back Home Next >

Select Report Cut-Off Date

01/31/2003
01/31/2003
02/28/2003
03/31/2003

Done

Start Internet

Unbox - ... Unbox - ... MONIE... WBP sc... Micro...

4:32 PM

B. Select the report date from the **Select Report Cut-Off Date** drop-down menu.

C. Click on the **Next** button.

D. The screen will change and the highest-level cost center to which you have access will be displayed.

- E. Click on the **cost center** and drill down until you reach the AU/location combination with charges that you wish to view.

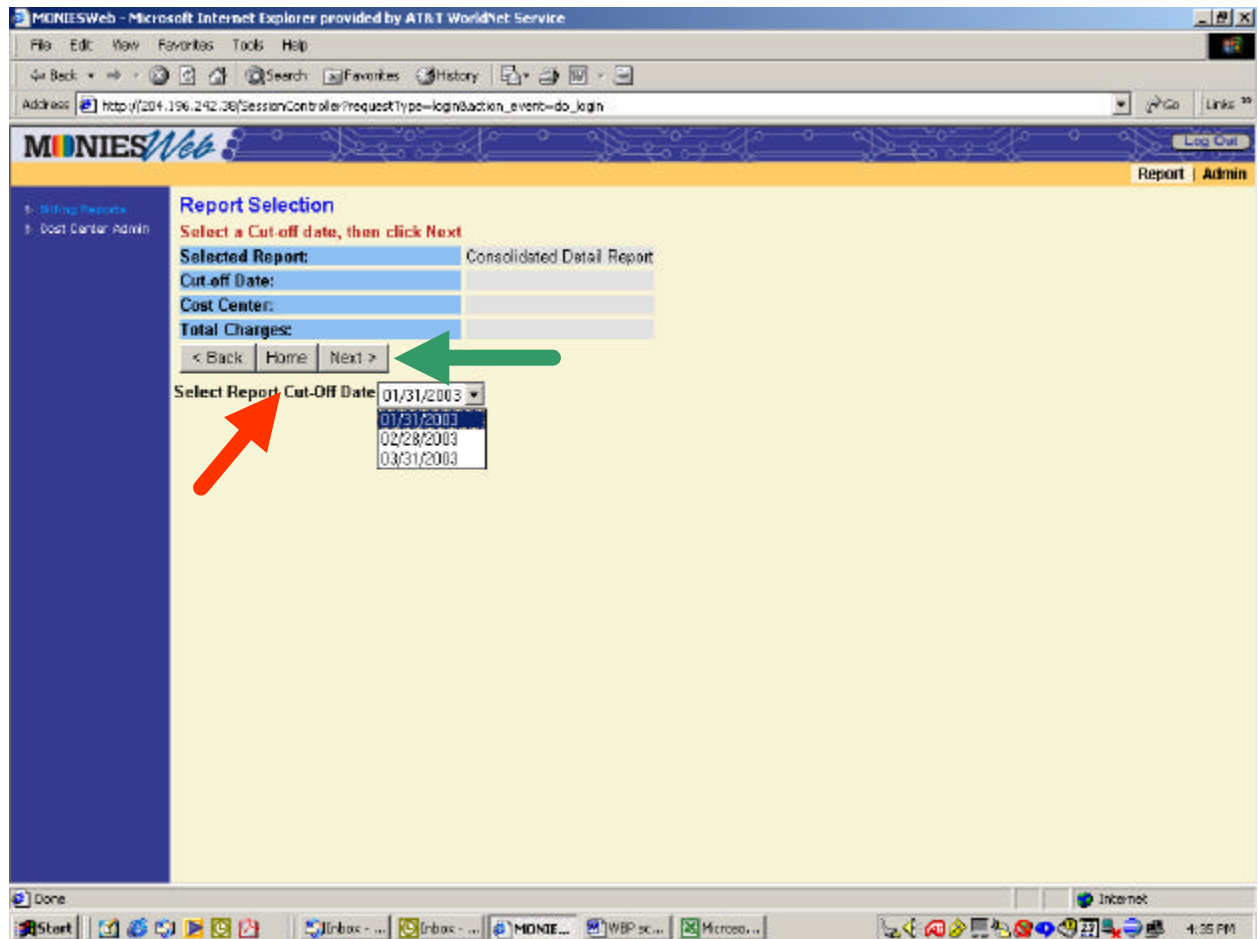
Report Selection
 Select a Cost Center
 Selected Report: Allocation Summary Report
 Cut-off Date: 31-MAR-2003
 < Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0888	TELECOMMUNICATIONS-MISC	808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	808	1	
8808-2222 -	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1201 N THIRD ST - CLAIRBORNE BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.56
8808-2222 - 160 3RD ST/ATM APPLICATION SVC, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,238.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

- F. A list of charges for the entire **Level 0** cost center by charge type will appear.

Consolidated Detail Report

A. Click on the **Consolidated Detail Report**



B. Select the report date from the **Select Report Cut-Off Date** drop down menu.

C. Click on the **Next** button.

D. The highest level cost center to which you have access will be displayed.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

Address: http://204.196.242.36/SessionController/requestType=login&action_event=do_login

Report Selection

Select a Cost Center

Selected Report: Consolidated Detail Report

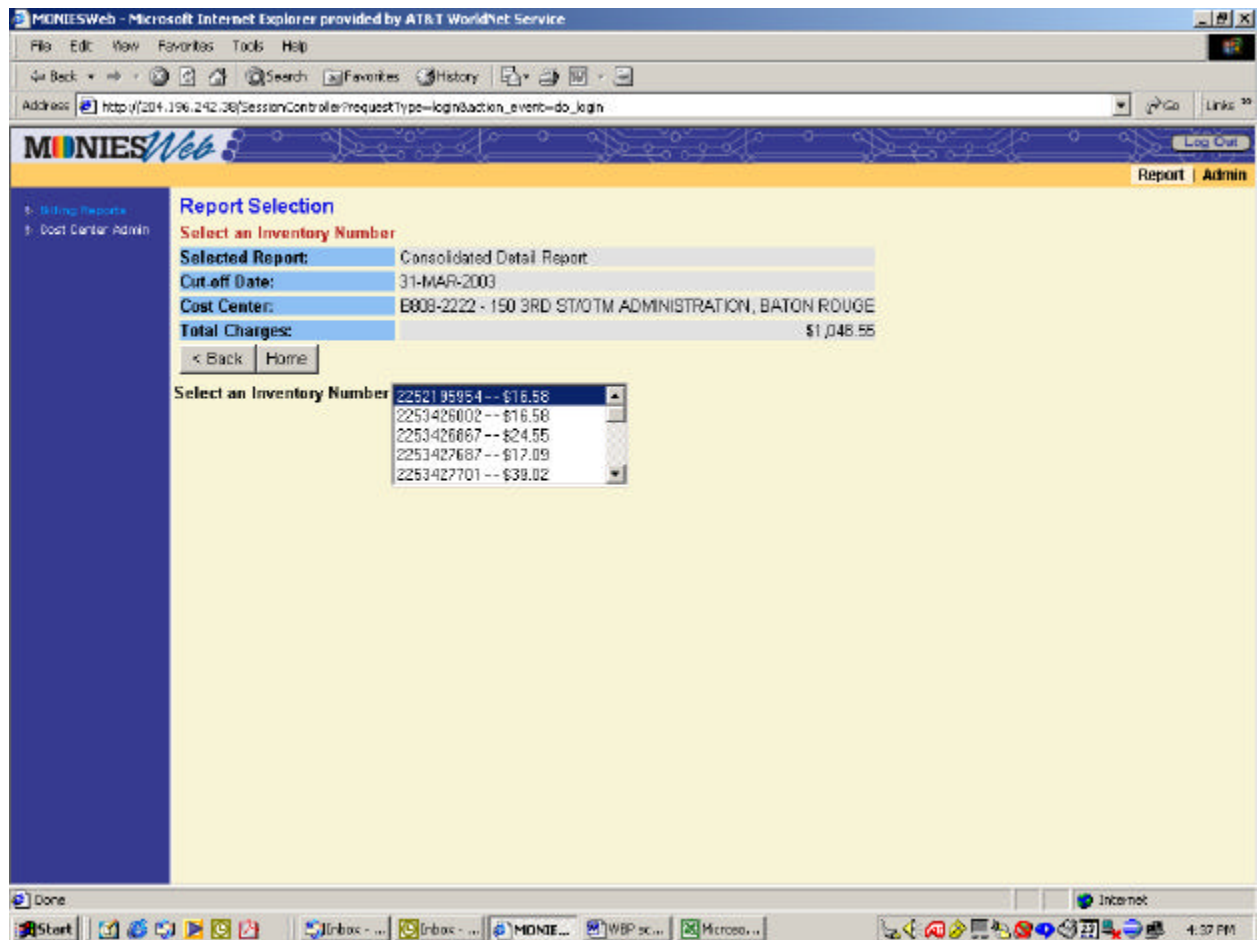
Cut-off Date: 31-MAR-2003

< Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0000	TELECOMMUNICATIONS-MISC	8808	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	8808	1	
8808-2222 -	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1201 N THIRD ST-CLAIRBORNE BLDG. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.56
8808-2222 - 160 3RD ST/ATM APPLICATION SVC, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,238.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

E. Click on the cost center and drill down until you reach the AU/location combination with charges that you wish to view.

F. A list of **inventory numbers** (assets) appears.



G. Use the scroll bar next to **Select an Inventory Number** to find the one for which you wish to see charges.

H. Highlight the inventory number by clicking on it.

I. All detail charges, by charge type, will appear below.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address: http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb

Report Admin

1. Billing Reports
1. Cost Center Admin

Report Selection

Click Back, Home, or Save

Selected Report: Consolidated Detail Report

Cut-off Date: 31-MAR-2003

Cost Center: 8808-2222 - 150 3RD ST/OTM ADMINISTRATION, BATON ROUGE

Total Charges: \$16.58

< Back Home Save

Allocation Description	Date/Time	Number Called	Place Called	Charge Desc	Duration (mins)	Cost
DIAL TONE STANDARD RATED MRC	03/31/2003 00:00 AM			BASIC CLASS	0.0	\$16.50
SUPPORT SERVICES FEE	03/31/2003 04:57 PM			FOR DIAL TONE STANDARD RATED	0.0	\$0.08
Total Charge Amount:						\$16.58

Done

Start Inbox - ... Inbox - ... MONIE... WBP sc... Micro...

Internet 4:38 PM

J. Click on the **Save** button to download the data. (See Saving Data Section)

K. Click on the **Back** button to return to the list of Inventory Numbers.

L. Click on the **Home** button to return to the list of **Billing Reports**.

Cost Center Detail Report

A. Click on the **Cost Center Detail Report**

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb

Report Admin

1. Billing Reports
1. Cost Center Admin

Report Selection

Select a Cut-off date, then click Next

Selected Report: Cost Center Detail Report

Cut-off Date:

Cost Center:

Total Charges:

< Back Home Next >

Select Report Cut-Off Date 01/31/2003

01/31/2003
02/28/2003
03/31/2003

Done

Start Inbox - ... Inbox - ... MONIE... WBP sc... Micro...

Internet 4:39 PM

B. Select the report date from the **Select Report Cut-Off Date** menu box.

C. Click on the **Next** button.

D. The highest level cost center to which you have access will be displayed.

MONIESWeb - Microsoft Internet Explorer provided by AT&T WorldNet Service

File Edit View Favorites Tools Help

Address http://204.196.242.36/SessionController/requestType=login&action_event=do_login

MONIESWeb

Report | Admin

6. Billing Reports
7. Cost Center Admin

Report Selection
Select a Cost Center

Selected Report: Cost Center Detail Report
Cut-off Date: 31-MAR-2003

< Back Home

Cost Center	Cost Center Description	Parent CC	Level Number	CHARGE
8008	OFFICE OF TELECOMM MANAGEMENT	01	2	
8808-0888	TELECOMMUNICATIONS-MISC	8008	1	
8808-2222	TELECOMMUNICATIONS-DIRECTOR	8008	1	
8808-2222 -	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$315.98
8808-2222 - 1201 N THIRD ST- CLAIRBORNE BLDG. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$161.64
8808-2222 - 160 3RD ST/ATM ADMINISTRATION, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,048.55
8808-2222 - 160 3RD ST/ATM APPLICATION SVC. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$4,964.18
8808-2222 - 160 3RD ST/ATM CUSTOMER SVCS. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$3,162.91
8808-2222 - 160 3RD ST/ATM DATA PROCESSING, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$36.18
8808-2222 - 160 3RD ST/ATM PAGERS, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,096.07
8808-2222 - 160 3RD ST/ATM SUPPORT SVCS. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,238.30
8808-2222 - 160 3RD ST/ATM TECHNICAL SVCS. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$2,875.07
8808-2222 - 160 THIRD ST - STATE OFC BLDG. BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$1,311.63
8808-2222 - 1800 N. 3RD - ISB, BATON ROUGE	TELECOMMUNICATIONS-DIRECTOR	8808-2222	0	\$184.17

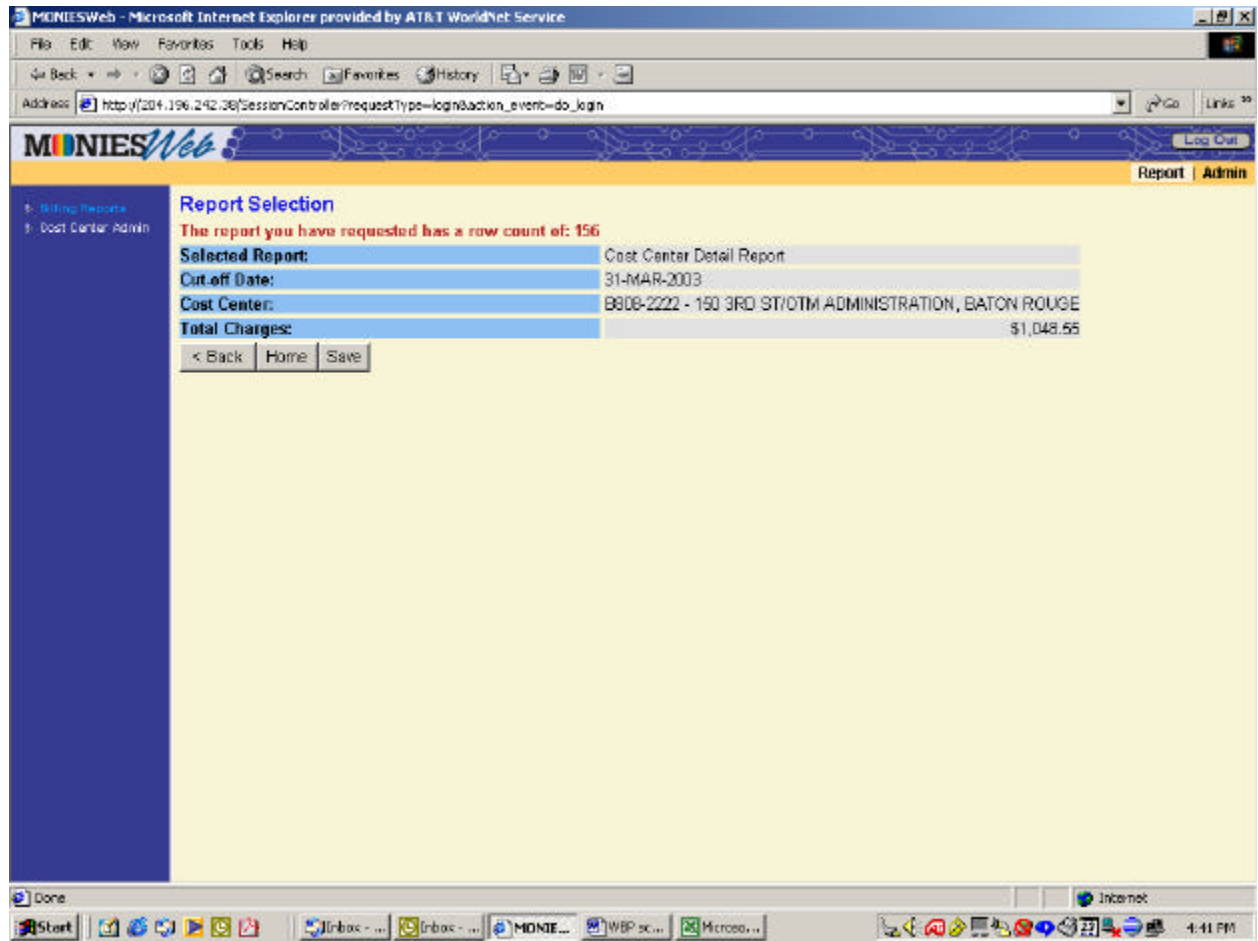
Done

Start | Internet | MONIE... | WBP sc... | Microso...

4:40 PM

- E. Click on the cost center and drill down until you reach the AU/location combination with charges that you wish to download.

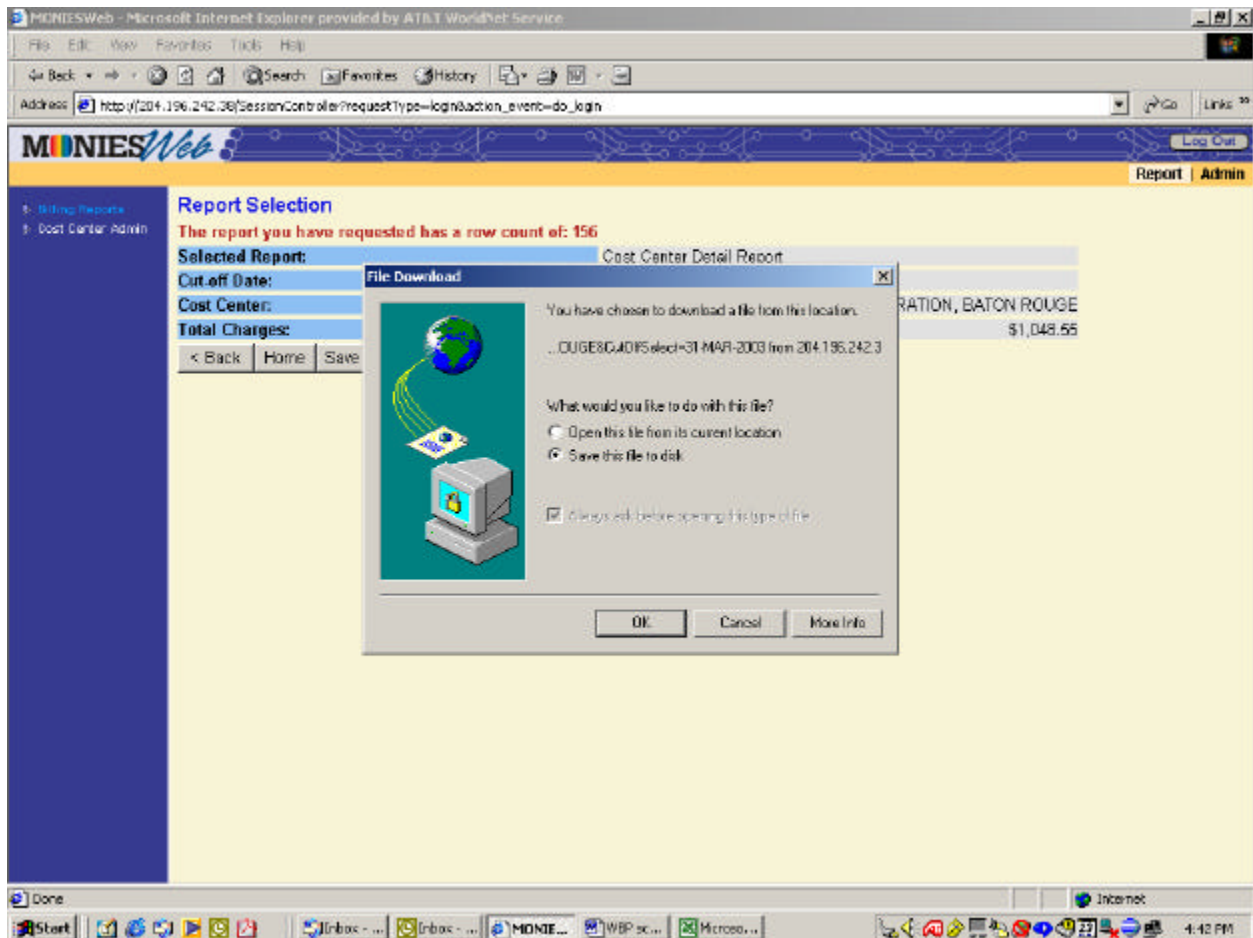
F. A message will be returned indicating the number of lines of data that will download.



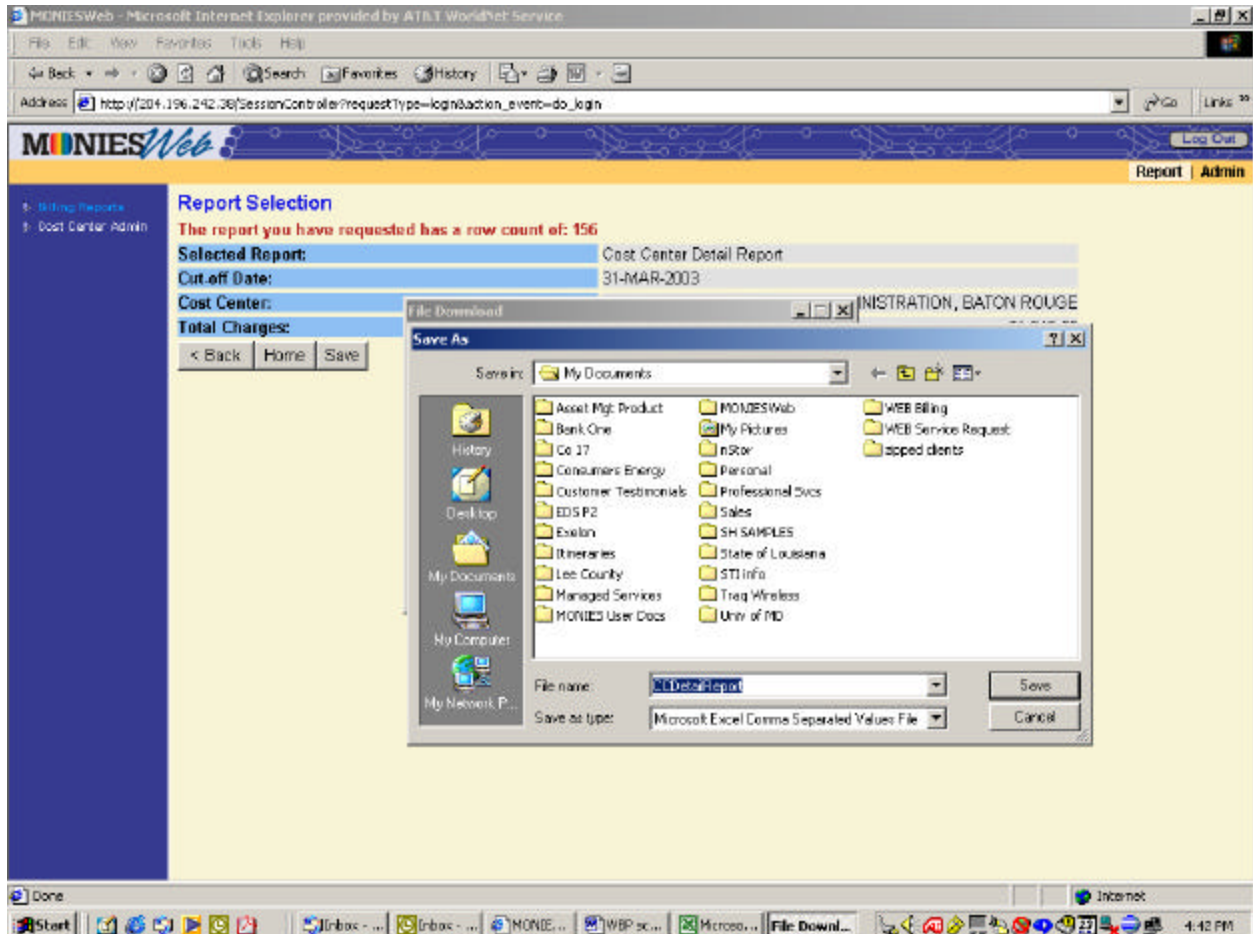
G. Click the **Save** button to begin the download process. (See **Saving Data Section** for further instructions.)

Saving Data

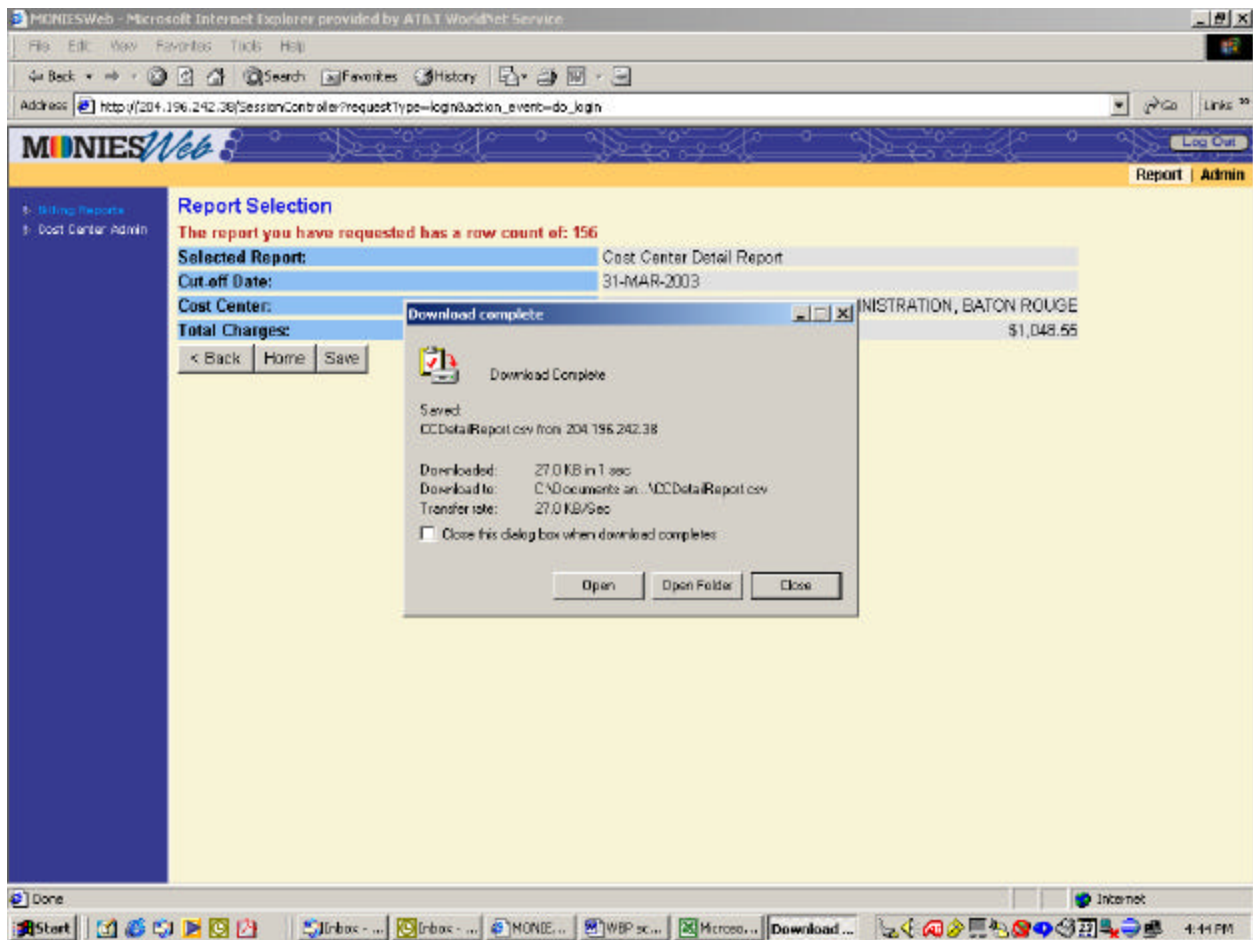
- A. From any screen with data and a **Save** button, click on the **Save** button.
- B. The **File Download** box appears.
- C. Confirm that the “**save this file to disk**” is selected and click the **OK** button.



- D. Determine the location to which the data will be saved.
- E. Create a file name for the data. You may want to include date, cost center and location in the file name.
- F. Click the **Save** button. Save the file with a **.csv** extension that can be viewed in Excel or imported to Access.



- G. A message will return when the download is complete.
- H. Click the **Close** button to return to the WBP application, OR
- I. Click the **Open** button to view the Excel spreadsheet.



- J. A spreadsheet will appear.
- K. Expand the column(s) to view the data without truncation. To expand the columns to fit the data, click the **Select All** button and then double-click a boundary to the right of one of the column headings.

Microsoft Excel - CDDetailReport

File Edit View Insert Format Tools Data Window Help

A2

=2253427701

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D34 null								
	A	B	C	D	E	F	G	H
1	inventory number	allocation	allocation desc	charge description	call duration	dialled number	place called	party call
2	2253427701	41	STANDARD LINC INTRA DAY	null	1.3	5044834044	NEWORLEANSLA	null
3	2253427701	41	STANDARD LINC INTRA DAY	null	0.4	9857351322	BOGALUSA LA	null
4	2253427701	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
5	2253427701	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
6	2253427701	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
7	2253427704	1	DIAL TONE STANDARD RATED MRC	DIGITAL CLASS	0 null		null	null
8	2253427704	1	DIAL TONE STANDARD RATED MRC	TALS FEATURE	0 null		null	null
9	2253427704	1	DIAL TONE STANDARD RATED MRC	MUSIC ON HOLD	0 null		null	null
10	2253427704	6	VOICE PROCESSING SVC MRC	MED INTEGRATED S	0 null		null	null
11	2253427704	41	STANDARD LINC INTRA DAY	null	0.6	6045865035	NEWORLEANSLA	null
12	2253427704	44	STANDARD LINC INTER DAY	null	0.5	2565201680	INTERSTATEAL	null
13	2253427704	44	STANDARD LINC INTER DAY	null	3.4	2024087872	INTERSTATEDC	null
14	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
15	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
16	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
17	2253427704	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
18	2253427687	1	DIAL TONE STANDARD RATED MRC	CUSTOM CLASS	0 null		null	null
19	2253427687	41	STANDARD LINC INTRA DAY	null	7.9	9855421640	HAMMOND LA	null
20	2253427687	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
21	2253427687	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
22	2253426002	1	DIAL TONE STANDARD RATED MRC	BASIC CLASS	0 null		null	null
23	2253426002	96	SUPPORT SERVICES FEE	#NAME?	0 null		null	null
24	2253426967	1	DIAL TONE STANDARD RATED MRC	BASIC CLASS	0 null		null	null
25	2253426967	41	STANDARD LINC INTRA DAY	null	0.8	3183623163	MONROE LA	null
26	2253426967	41	STANDARD LINC INTRA DAY	null	0.8	3183623163	MONROE LA	null
27	2253426967	41	STANDARD LINC INTRA DAY	null	2	6047337949	NEWORLEANSLA	null
28	2253426967	41	STANDARD LINC INTRA DAY	null	0.7	6047337949	NEWORLEANSLA	null
29	2253426967	41	STANDARD LINC INTRA DAY	null	0.5	3377887642	CROWLEY LA	null
30	2253426967	41	STANDARD LINC INTRA DAY	null	0.5	3377887642	CROWLEY LA	null
31	2253426967	41	STANDARD LINC INTRA DAY	null	1.7	3373102977	LAKE CHRISLA	null
32	2253426967	41	STANDARD LINC INTRA DAY	null	0.9	6048463790	NEWORLEANSLA	null
33	2253426967	41	STANDARD LINC INTRA DAY	null	0.4	9855495777	HAMMOND LA	null
34	2253426967	41	STANDARD LINC INTRA DAY	null	1.2	3374754971	K CHARLESIA	null

- L. Format the item_date_time column to show the complete date and time calls were placed. To format the column, click on the letter above the **item_date_time** column to select it. Then choose **Format** from the menu bar. Choose **Cells** from the drop down menu. Choose the **Number** tab, then the **Date** category. Select the Type that shows both the date and the time and click on the **OK** button.

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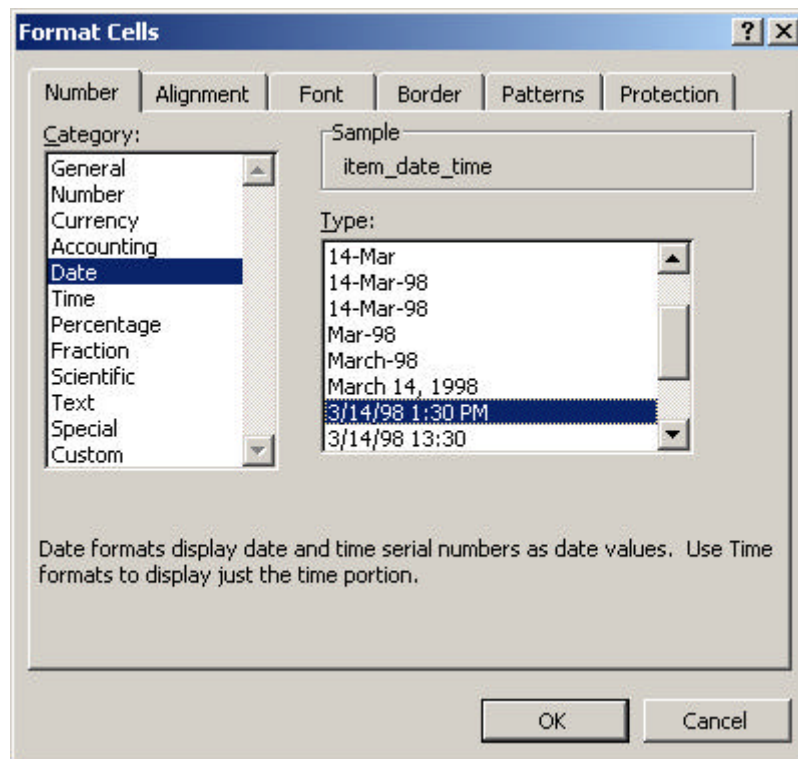
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K1 = item_date_time

	G	H	I	J	K	L	M
	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_pla
1							
2	null	null	42.5	null	00:00.0	null	null
3	null	null	0.29	null	06:00.0	null	null
4	null	null	15	null	00:00.0	null	null
5	null	null	19.95	null	00:00.0	null	null
6	null	null	42.5	null	00:00.0	null	null
7	null	null	0.39	null	06:00.0	null	null
8	null	null	15	null	00:00.0	null	null
9	null	null	2	null	00:00.0	null	null
10	null	null	0.03	null	06:00.0	null	null
11	null	null	3	null	00:00.0	null	null
12	NEW IBERIALA	null	0.04	null	01:00.0	2252190089	null
13	null	null	0.5	null	06:00.0	null	null
14	null	null	100	null	00:00.0	null	null
15	ALEXANDRIALA	null	0.07	null	34:00.0	2252190089	null
16	null	null	0	null	06:00.0	null	null
17	DA	null	0.37	null	14:00.0	2252190470	null
18	null	null	0.08	null	06:00.0	null	null
19	NEWORLEANSLA	null	0.13	null	37:00.0	2252190470	null
20	null	null	0.55	null	06:00.0	null	null
21	NEWORLEANSLA	null	0.03	null	33:00.0	2252190470	null
22	NEWORLEANSLA	null	0.07	null	30:00.0	2252190470	null
23	NEWORLEANSLA	null	0.03	null	00:00.0	2252190470	null

CCDetailReport

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K1 = item_date_time

	G	H	I	J	K	L	M
	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_p
1	place_called	party_called	charge_amount	inventory_name	item_date_time	calling_number	calling_p
2	null	null	42.5	null	5/31/03 12:00 AM	null	null
3	null	null	0.29	null	5/31/03 7:06 PM	null	null
4	null	null	15	null	5/31/03 12:00 AM	null	null
5	null	null	19.95	null	5/31/03 12:00 AM	null	null
6	null	null	42.5	null	5/31/03 12:00 AM	null	null
7	null	null	0.39	null	5/31/03 7:06 PM	null	null
8	null	null	15	null	5/31/03 12:00 AM	null	null
9	null	null	2	null	5/31/03 12:00 AM	null	null
10	null	null	0.03	null	5/31/03 7:06 PM	null	null
11	null	null	3	null	5/31/03 12:00 AM	null	null
12	NEW IBERIALA	null	0.04	null	4/8/03 8:01 AM	2252190089	null
13	null	null	0.5	null	5/31/03 7:06 PM	null	null
14	null	null	100	null	5/31/03 12:00 AM	null	null
15	ALEXANDRIALA	null	0.07	null	4/21/03 2:34 PM	2252190089	null
16	null	null	0	null	5/31/03 7:06 PM	null	null
17	DA	null	0.37	null	4/11/03 9:14 AM	2252190470	null
18	null	null	0.08	null	5/31/03 7:06 PM	null	null
19	NEWORLEANSLA	null	0.13	null	4/23/03 3:37 PM	2252190470	null
20	null	null	0.55	null	5/31/03 7:06 PM	null	null
21	NEWORLEANSLA	null	0.03	null	4/23/03 10:33 AM	2252190470	null
22	NEWORLEANSLA	null	0.07	null	4/23/03 11:30 AM	2252190470	null
23	NEWORLEANSLA	null	0.03	null	4/23/03 11:30 AM	2252190470	null

CCDetailReport

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